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GOVERNOR

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GEORGE D. LAPOINTE
COMMISSIONER

Fourth North American Workshop on Rainbow Smelt

At the Holiday Inn by the Bay in Portland, Maine, January 24-25, 2011

Instructions for Presenters

Oral presentations will be limited to 25 minutes (20 minutes for the presentation plus 5 minutes for speaker introduction and questions).

A projector and laptop will be provided for Microsoft Power Point presentations. Presentations will be loaded onto a Windows XP laptop with Microsoft Power Point 2003. Later versions of Windows Microsoft Power Point can either be saved as Power Point 2003 under the "Save as type" option or the laptop will transform the file into the 2003 format on-the-fly, however, some features may be lost.

A microphone, laser pointer, and podium will be available. Water will also be provided at the podium.

You may send your presentations before the conference via email to Claire Enterline (Claire.Enterline@maine.gov) if the file is no larger than 2MB.

Presentations may also be loaded onto the laptop using a USB drive or CD at the Holiday Inn by the Bay. Claire Enterline will be available in the lobby on Sunday January 23rd from 1-5pm. If you would like to load your presentation on Sunday, but will not be arriving during that time, please contact Claire by email or phone: (207) 633-9566.

If it is not possible to load your presentations on Sunday, you may do so at the following times:

Monday morning presenters: in the Vermont room from 8:00-8:30 AM

Monday afternoon presenters: in the Vermont room from 12:15-12:45 PM

Tuesday morning presenters: in the Vermont room from 7:30-8:00 AM

If you have any questions, please do not hesitate to contact Claire Enterline by email (Claire.Enterline@maine.gov) or phone: (207) 633-9566.